

Guidelines for Internal Marks and Assignments

Dear Students,

In view of Covid-19, Hard copies of assignment will not be accepted. Kindly submit your assignment online through following GOOGLE FORM link.

Sr. No.	Course	Link
Social Science Courses		
1	BA	https://forms.gle/WBwKrDGgwU5VMzBK8
2	B.Com.	https://forms.gle/1xpsPjHd1vCg6Hnm7
3.	MA-English	https://forms.gle/e4io2nB4oHiQxmD19
4.	M.Com.	https://forms.gle/hsL3UhSyk8KCVD1t9
Management Courses		
1.	BBA	https://forms.gle/pDVWQCukr9JfgqVM9
2.	BCA	https://forms.gle/y2KVJkk5sZzrx6JL8
3.	MBA (G)	https://forms.gle/zDT956SpFPTY3tgz7
4.	MBA (HR)	https://forms.gle/XR1k7oqaprU9kcXN7
5.	MBA (E)	https://forms.gle/k3dFRRodo2ehNzTr8
6.	MCA	https://forms.gle/chuRJQTun3VzULkf7
All Diploma Courses		https://forms.gle/vGoeUYkdknyw7tv1A

Instructions for completion and submission of internal assignments

1. There are **30 marks** allotted for internal evaluation for each subject for **Old courses BA-Tourism, M.Lib, B.Lib, MBA, MBA-IT, E-MBA and CBCS Pattern all courses (excluding Diploma Courses)** which will be conducted through the submission of assignments by students. Kindly download 30 marks response sheets.
2. There are **20 marks** allotted for internal evaluation for **only Old Courses and Diploma Courses** each subject of BBA, BCA, MCA and B.A. /B. Com/M.A. (Economic/English/Sociology), M.Com, DLL&LW, DCL, DTL, DHR, DCyL and DIPL which will be conducted through the submission of assignments by students. Kindly download 20 marks response sheets.
3. There are many **questions/assignment for each subject** out of which the student has to attempt any **two questions/assignment or attempt as per assignment question paper instructions**.
4. Each subject assignment carries:
 - 20 marks (for **Old Courses** BBA, BCA, MCA, B.A., B.Com., M.A. (Eco./Eng./Socio.), M.Com and All Diploma Courses (DLL & LW, DCL, DTL, DHR, DCyL, and DIPL))
 - 30 marks (for **CBSE Pattern Courses** B.A., B.Com., M.A.-English, M.Com., BBA, BCA, MBA, MBA-HR, MBA (Executive), MCA and **Old Courses** MBA, MBA-IT, MBA (E) & B.A.-Tour. Only)
5. Answers of the assignments should be handwritten that should cover all the aspects of the Attempted question.

6. Make sure that your answers are simple, clear, logical, consists diagrams if required and comprehensible.

The last date for submission of the assignment is as given below

Social Courses & Diploma Courses (Both Old and CBCS Pattern Courses)	Last Date (All Year) for Winter Examination	Last Date (All Year) for Summer Examination
B. A. /B. Com./ B. Lib / B.A. (Tourism), M. Lib./ M.A(Economics/English/Sociology)/M.Com/ MSW/DLL&LW/DIPL/DTL/DHR/DCyL/DCL	30th September	28 February
Management & Computer Courses (Both Old & CBCS Pattern Courses)	Last Date (All Semester) for Winter Examination	Last Date (All Semester) for Summer Examination
BBA / BCA / MBA / MBA-HR/MBA (Executive)/ MBA-IT/ MCA	10th October	10th March

Important Instructions

- **It is mandatory that student who is eligible to appear for the examination should fill up examination form so that seat no. is issued accordingly.**
- **Assignment submitted later, any time after the last date of submission will not be accepted by the University.**
- **It is compulsory to submit your assignments for each subject, failing which the student will not be assessed for internal evaluation and the student may lose internal marks. In order to become eligible for respective Semester-End a student has to complete study assignments to the satisfaction of the authority.**
- **The assignments will be evaluated by subject faculty and the marks allotted by the same will be full and final.**
- **Important Instructions while ONLINE submitting the assignments:**
 1. Each subject's assignments write on normal A4 sheets (ruling or non-ruling both sheets are acceptable) should be submitted along with the separate and proper filled Response sheet (30 or 20 marks as per your course). **Do not use thick and colour pages.**
 2. **Question/sub-question's number write on Response sheets and assignment answer sheets clearly. [e.g. Q.1 (i), Q.2 (i), (ii) etc.]**
 3. Insert the page numbers (On all pages of answer sheet in continuous order).
 4. **Students are required to solve assignment as per instruction provided in website with your Name, PRN, and Signature & Date on the top of every pages.**
 5. **Solved answer sheet of all subjects are to be separately upload handwritten in a color scanned PDF file.**
 6. **Typed and Xerox Copies of solved assignment will not be accepted in any case.**
 7. **All subjects' assignment are to be attempted in Legible/Readable handwriting and written on A-4 size paper along with Response Sheets.**
 8. **The Student needs to scan all pages of handwritten answer sheet in PDF format size, maximum size of file not more than 5 MB.**

9. You're PRN and Subject is your file name (e.g. 1928100123_Management Concept System).
- Do not just reproduce answer from the book reading material.
 - Do not copy answer sheet of other students if noticed, the assignment of such students will be rejected.

The student can download the format of Response sheet, Acknowledgement & Index from the website by clicking on following link :

- [Format of Response Sheet](#)

The student can download the assignment from the website by clicking on following link :

- [Assignment of Management Courses \(BBA, BCA, MBA, MBA-HR, MBA-IT, MBA-Executive, MCA\)](#)
- [Assignment of Social Science Courses \(BA, B.Com, BA-Tour., MA, M.Com\)](#)
- [Assignment of Diploma Courses. \(DLL&LW, DTL, DIPL, DCL, DCyL, DHR\)](#)

Note :

1. **Kindly upload your each subject assignment separately on subject wise section.**
2. **Open Course Subjects Assignment & Mini Project not accepting in above link. For Open Course Subjects Assignment & Mini Project submission link provided separately soon.**
3. **For any query contact to your following course co-ordinator :**
 - i. **Dr. Savneet Kaur (9599170859) for Management Courses**
 - ii. **Mr. Yashwant Kumar (8383969770) for Management, Social Science & Diploma Courses.**
 - iii. **Ms. Megha Sehgal (9654236872) for BCA & MCA Course.**